



ROSTER/ RECONCILIATION

WebGrants User Guide

Updated: July 2, 2003

ROSTER/RECONCILIATION MAIN PAGE

Purpose

The Commission's Grant Roster (roster) is the current comprehensive list of all Cal Grant recipients, and their grant information, for a particular school during a specified academic year. Reconciliation is the balancing of all reported payment transactions on the roster with the school's actual disbursement of Cal Grant funds. The Roster/Reconciliation area of WebGrants allows users to view, print and update their school rosters and payment activity reports electronically in customized formats that best suit their individual needs.

Page Elements

1. Roster/Reconciliation

Navigation Bar This shortcut navigation bar contains links to all pages within the Roster area of WebGrants.

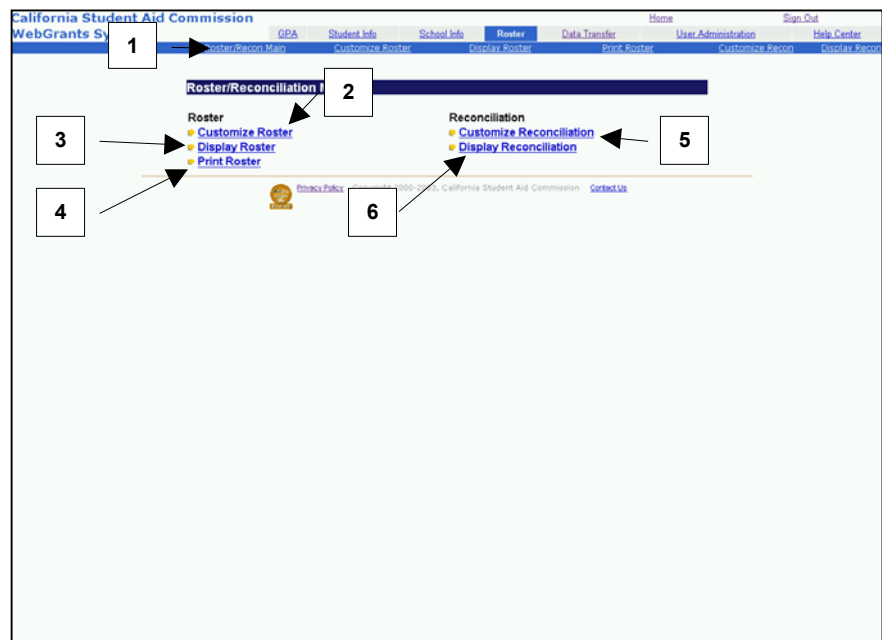
2. Customize Roster Link to the Customize Roster Page where users can select specific data elements and filtering and sorting criteria for displaying the roster (see page 3).

3. Display Roster Link to the Customize Roster Page where users can select specific data elements and sorting criteria for displaying the roster (see page 7).

4. Print Roster Link to the Print Roster Page where users can print a hard copy of the roster (see page 12).

5. Customize Reconciliation Link to the Customize Reconciliation Page where users can select specific data elements and filtering and sorting criteria for displaying the payment activity report (see page 13).

6. Display Reconciliation Link to the Display Reconciliation Page where users can select specific data elements and sorting criteria for displaying the payment activity report (see page 17).



Access

This page can be accessed by clicking on the [Roster/Reconciliation Main](#) link in the Options box on the WebGrants Home Page or by clicking on the [Roster/Reconciliation Main](#) link in the WebGrants Navigation Bar located in the upper right of all WebGrants pages.

ROSTER/RECONCILIATION MAIN PAGE

Page Functions

Navigate to all other pages within the Roster area of WebGrants

The main page of each WebGrants area contains links to the pages included in that area. In addition, each area within WebGrants has its own submenu navigation bar that is located in the blue bar directly under the WebGrants Navigation Bar. This submenu navigation bar allows the user to move from page to page within the same area of WebGrants without continually going through the Main Page of each area.

Click the [Customize Roster](#) link to view the Customer Roster Page (see page 3).

OR

Click the [Display Roster](#) link to view the Display Roster Page (see page 7).

OR

Click the [Print Roster](#) link to view the Print Roster page (see page 12).

OR

Click the [Customize Reconciliation](#) link to view the Customer Reconciliation Page (see page 13).

OR

Click the [Display Reconciliation](#) link to view the Display Reconciliation Page (see page 17).

OR

Click a link on the Roster navigation bar to view the indicated page.

Customize Roster Page

Purpose

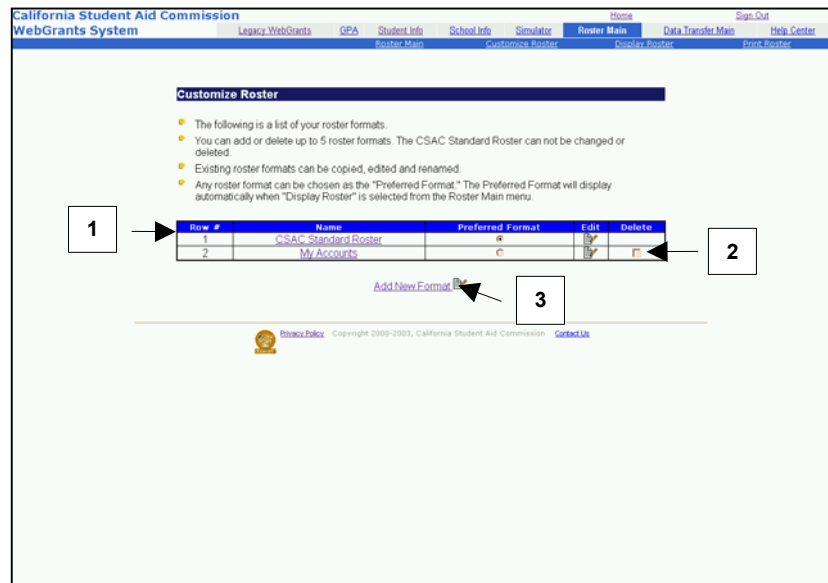
Depending on their needs, users may find it necessary to view rosters that exclude or include certain data elements as well as modify the filtering and sorting of records. After customizing a roster view, users can enter and save their display criteria into **roster profiles** that can be selected later for easier and quicker access to data.

Page Elements

1. **Column Headers** Indicates the type of information contained in each column.
2. **Record Display Table** Lists the CSAC Default Roster Profile (CSAC Standard Roster) as well as the saved roster profiles for the current user (users can save up to 5 different profiles at one time).

- **Preferred Format** The selected roster profile that will be displayed automatically when clicking on the [Display Roster](#) link on the Roster Home Page or on the blue submenu navigation bar.
- **Edit** Click the icon in this column for a particular roster profile to modify the display criteria of that profile (see page 5).
- **Delete** Checking the box in this column for a particular roster profile will delete the saved profile.

3. **Add New Format** Link to create a customized roster profile (see page 5)



Access

The Customize Roster Page can be accessed by clicking the [Customize Roster](#) link on the Roster Main Page (see page 2) or by clicking the [Customize Roster](#) link on the blue submenu navigation bar.

Page Functions

Edit an Existing Roster Profile

1. Click the roster name of the roster to edit
2. Follow instructions for editing and saving a roster profile on page 5.

Customize Roster Page

Create a New Roster Profile

1. Click the [Add New Format](#) link.
 2. Follow instructions for editing and saving a roster profile on page 5.
-

Delete an Existing Roster Profile

1. Check the box in the delete column of the roster to be deleted.
→The delete confirmation pop-up box will appear.
 2. Click the <Yes> button to confirm the deletion.
-

Change the Preferred Format Roster Profile

1. Check the box in the preferred format column of the preferred format roster.
→The change default confirmation pop-up box will appear.
2. Click the <OK> button to complete the change

Add/Edit Roster Page

Purpose

The Add/Edit Roster Page allows the user to create a new roster profile or to modify an existing profile.

Page Elements

- Roster Format Title** Indicates current name of the roster profile and whether or not it is the preferred format profile (the preferred format profile will automatically display when the [Display Roster](#) link is clicked). When naming a roster format, use alpha or numeric characters. Avoid using any special characters.
- Select Data Elements and Column Order**
 - Data Elements Available** All the data fields available to appear on the grant roster on the green bar under each student's name.
 - Data Elements Selected** Users can set up a roster profile to include one or more of the data elements listed in the Data Elements Available list. To add one of the available data elements to a roster profile, click the <Add Data Element> button to move it from the Available list to the Selected list. To remove one of the data elements selected for a roster profile, click the <Remove Data Element> button to move it from the Selected list to the Available list. The order of the data elements in the Data Elements Selected List will be the same order they appear in on the roster. Use the <Move Up> and <Move Down> buttons to change the order of the selected data elements. The student's name will always be included. Multiple data elements can be selected by holding down the <Ctrl> button as the elements are selected.
- Select Terms** One or multiple terms within a single award year can be displayed for each student record. Check the box for each term to be displayed and click the <Continue> button.
- Define Sort Order Preference** Users can select up to 6 data elements to sort on, in cascading order, with the First Sort Preference being the primary sort field. Each data element selected for sorting can be sorted in either ascending or descending order.

California Student Aid Commission
WebGrants System

Legacy WebGrants GPA Student Info School Info Simulator Roster/Reconcil Data Transfer User Admin Help

Roster Main Customize Roster Display Roster Print Roster Student History Grant Roster File Upload

Add / Edit Your Roster Format

- Select and manage the content of your roster
- Click on **Save Roster Format** to complete the changes

1 → **Roster Format Title**

Name of Roster: Preferred ☐ Yes ☒ No

2 → **Select Data Elements and Column Order**

- "Data Elements Available" contains a list of all available roster elements
- Click and highlight each data element that you wish to display on your roster
- For multiple selections, click on the first element and then hold down the CTRL key to select additional elements
- Once items are highlighted, click on "Add Data Element(s)"
- The "Data Elements Selected" box will reflect the column headings that will display on your roster format
- "Remove Data Element(s)" will delete the selected elements from your selection list
- Use the "Move Up" and "Move Down" to order the individual column headings for display

3 → **Select Terms**

- Select the term(s) you wish to display
- Selecting only one(1) term will allow users to sort records by term-specific data elements
- After selecting term(s), click "Continue" to choose sort options

☐ Fall ☐ Winter ☐ Spring ☐ Summer

4 → **Define Sort Order Preferences**

- Click drop down boxes to choose elements for sort

First Sort Preference:
Second Sort Preference:
Third Sort Preference:
Fourth Sort Preference:
Fifth Sort Preference:
Sixth Sort Preference:

5 → **Define Selection Criteria**

- Check boxes below to limit the records you wish to display.
- A checked box means that only records with those values will be included. (If no box or every box is checked in a category, you will see all those records for your school.)

Cycle ID: ☐ E1 ☐ E2 ☐ C1 ☐ C2
Award Type: ☐ Tuition/Fees ☐ Access ☐ Books & Supplies
Housing Code: ☐ On Campus ☐ Off Campus ☐ With Parents
Dependency Status: ☐ Dependent ☐ Independent
EL (Education Level): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5+
New/Renewal Students: ☐ New ☐ Renewal
Program Code: ☐ A ☐ B ☐ C ☐ T
Roster Section: ☐ Eligible ☐ CC Reserve ☐ Ineligible
Extra Eligibility: ☐ TCP ☐ 5th year
Renewal Need: From \$ To \$
Annual Award Amount: From \$ To \$
Remaining Eligibility: From % To %
Forecast Eligibility: From % To %

6 → **Custom Codes**

- Custom Codes are for school use only and are optional.
- Custom Codes must be input through the Display Roster screen prior to being used in a filter.

Custom Code 1: ☐
Custom Code 2: ☐
Custom Code 3: ☐
Custom Code 4: ☐
Custom Code 5: ☐

7 → **Save Roster Format**

Add/Edit Roster Page

5. **Define Selection Criteria** Use the data elements listed here to filter the student records to be included on the roster. Check the boxes of the data you wish to include. Only data that matches the selected values will be displayed.
6. **Custom Codes** If values have been placed in the custom code fields (see page 8 for instructions on entering values for custom codes) they can be used as additional filtering criteria here by including or excluding certain values. Wildcards (*) can be used here. For example, filtering for a ** in a custom code field will display all records that have a null value in that field. Filtering for an A* in a custom code field will return AZ and A1.
7. **<Save Roster Format> Button** Click to add this new roster profile to the roster list on the Customize Roster Page (see page 3) or to save the edits made to an already existing roster profile.

Access

The Add/Edit Roster Page can be accessed by clicking the [Add New Roster](#) link on the Customize Roster Page (see page 3) or by clicking on the edit icon next to an already saved roster profile listed in the records display box on the Customize Roster Page (see page 3).

Page Functions

Edit and Save a Roster Profile

1. **Roster Format Title:** Type a name for the customized roster in the Name of Roster field. Remember to not use special characters such as apostrophes, hyphens or slashes in the Name of Roster field. Only letters and numbers should be used.
2. Click the round “yes” or “no” button to indicate if this profile will be the preferred, or default, profile.
3. **Select Data Element and Column Order:** Move the data elements to include on the roster display from the Data Elements Available box to the Data Elements Selected box by using the <Add Data Elements> button.
4. **Select Terms:** Select the terms to display.
5. Click the <Continue> button.
→ Do not forget this step. The customized roster profile will not save without clicking this button.
6. **Define Sort Order Preference:** Select the sort order preference which will determine in which order the student records will be displayed. To sort records by term specific data such as “Pay Code” or “Adjustment Reason Code”, users must select only a single term for display in Step 5 above.
7. **Check boxes in the Define Selection Criteria:** Check boxes here to limit the records to be displayed. A checked box means only records with that value will be displayed. For example, leaving all Program Code boxes unchecked will result in all Cal Grant A, B, C and T’s being displayed. Clicking the A box will result in only Cal Grant A’s being displayed.
8. Click the <Save Roster Format> button.
→ If all the entered fields are valid, the message “Roster Format Successfully Saved” will appear at the top of the page.

Display Roster Page

Purpose

The roster is a working list of a school's current Cal Grant recipients and the primary means of exchanging grant information between the Commission and the schools. Schools can view and update their rosters or print the current screen through the Display Roster Page.

Page Elements

1. Roster Display Criteria

The fields on this blue bar allow users to select which roster to displayed. Fields include school ID, award

year (either the current award year or the prior award year), the roster format (see page 3 for information on roster profiles) or search for a specific student's record using the social security number.

2. **Search Criteria** Once a roster is displayed, users may search the roster for specific records. Once a search field is selected in the search field selection box, enter the criteria for searching the roster here. For example, if SSN is selected as the search field criteria, type the Social Security number of the student record you want to view and click the <GO!> button.

3. **Update All Records with Custom Codes** Entering a value in this field and clicking the <Submit> button next to it, will update the #5 custom code field of every student on the CSAC standard roster with the entered value. Only WebGrants users with "write" access to the roster will be able to view and use this function.

4. Function Buttons

- <Reset Values> deletes all unsaved data entered on the current page.
- <Print Page> prints all records displayed on the current page only.
- <SAVE> Clicking the <SAVE> button will save all data entered on the page. Records are not permanently updated until after the Commission's weekly processing cycle. It is important to note that when updates student records on a page, the <SAVE> button must be clicked before leaving the roster page or moving to the next roster page. Data entered and then not subsequently saved will not be processed.
- *Navigation Links* The roster can display 5 student records per page. Click a number link to navigate to that page of the roster. If the total number of students on the roster cannot be displayed in less than 11 pages, click the [next](#) link to display links for the next 11 pages.

5. **Student Record** Each student record on the roster will only display the data fields and term information selected for the currently displayed roster profile (see Appendix A for field descriptions).

6. **Custom Codes** Each student school record has 5 data fields for schools to enter their own codes for selection and sorting. The data fields are school specific (meaning a custom code entered on a student's record by one

California Student Aid Commission
WebGrants System

Online Roster for CSU FULLERTON - 00113700 / Acad Year 2002 - 2003

School ID = 00113700 Acad Year = 2002 - 2003 Format = CSAC Standard Roster SBN =

Search Roster: Last Name

Reset Values Print Page SAVE Update all records with custom code (Will display in Custom Code 5 field) Submit

ANCHEZ, MAYRAN S

SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Ren	EL	CSAC Budget	EFC	Remain	Forecast	Roster Section
00113700	11/05/84	E02050898	E1	3	D	N	1	\$189	400.00	100.00%	100.00%	ELIGIBLE
Custom Codes 1 2 3 4 5												
all Term												
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Adj Need	Rec Type			
Totals		\$1,420	\$714			PB	6071		PTK			
A	TF	\$1,420	\$714									
Spring Term												
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Adj Need	Rec Type			
Totals		\$1,420	\$708				6071		GRT			
A	TF	\$1,420	\$708									
Summer Term												
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Adj Need	Rec Type			
Totals		\$1,420	\$0				6071					
A	TF	\$1,420	\$0									
Fall Term												
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Adj Need	Rec Type			
Totals		\$1,420	\$0				6071					
A	TF	\$1,420	\$0									
BANDELOS, CECILIA L												
SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Ren	EL	CSAC Budget	EFC	Remain	Forecast	Roster Section
00113700	04/14/84	E02004137	E1	1	D	N	1	12099	0	400.00%	100.00%	ELIGIBLE
Custom Codes 1 2 3 4 5												
all Term												
Program Code	Award Type	Annual Award	Term Amount	Adj Amount	Adj Reason	Pay Code	Annual Need	Adj Need	Rec Type			
Totals		\$1,420	\$0				6071					
A	TF	\$1,420	\$0									

Display Roster Page

school will not appear when another school views the same student's record). Each of the 5 custom code fields are limited to 2 alpha/numeric characters.

7. **View History Link** Click this link to view the complete historical CalGrant payments history for the listed student in a separate pop-up window.
8. **Adj Reason Code Link** Click this link to view a pop-up window listing adjustment reason codes and their descriptions.

Access

The Display Roster Page can be accessed by clicking the [Display Roster](#) link on the Roster Main Page (see page 2) or by clicking the [Display Roster](#) link on the blue submenu navigation bar.

Custom Codes

Each student record displayed on the roster has 5 custom code fields attached to it. The Student Aid Commission performs no edits or validation on the entries in these fields, they are for school use only. Each custom code field can accommodate 2 alpha or numeric characters. No special characters such as * or ; should be used. These custom code fields are specific to the school, meaning if one user at a particular school inputs a custom code into field #1, all other users at the same school will see the same code in field #1 when they view the student roster using their user ID. Once a student transfers to another institution, any custom codes entered into these fields by the previous schools will be erased.

There are many practical uses for the custom codes. Schools are encouraged to explore different ways to utilize this functionality. Here are some additional examples of how flagging and then filtering (see page 4 regarding filtering) on custom code fields can assist users in customizing their rosters:

Custom Code	Filter	Resulting Display
NA = student is not attending school here Blank = student is attending school here	Exclude "NA"	Only students attending your school
D = Disbursed/not yet reconciled R = disbursed and reconciled Blank = not disbursed or reconciled	Include "R"	Already reconciled student
Rosters are updated every week. Typing a code such as "OR" for "on roster" into a specified custom code field on every student on the CSAC Standard roster (see Update All Records with Custom Codes , page 8) will establish a baseline from which to determine students new to the roster from that point on.	Exclude "OR"	Students new to the roster since the last time all students were updated with an "OR" custom code.
R = California residency verified Blank = Residency not yet verified	Exclude "R"	Students needing verification of California residency

Schools are encouraged to establish institution wide standards regarding custom codes. For example, if a school wants to use Custom Code Field 4 for flagging a student as either attending or not attending, all other users at the schools should be made aware that Field 4 is to be used exclusively for this purpose.

To maximize use it is recommended that schools utilize custom codes to sort or filter information not available through the standard customize roster options.

Display Roster Page

Page Functions

Display a Customized Roster

1. Select your school ID from the **School ID** drop down field
2. Select the appropriate academic year from the **Academic Year** drop down list
3. Select a customized roster profile to display from the **Format** drop down list
4. Click the <Go!> button
→The selected roster profile will be displayed

Report a Renewal Student's Annual Cal Grant Need

1. Select your school ID from the **School ID** drop down field
2. Select the appropriate academic year from the **Academic Year** drop down list
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
3. Type the student's social security number in the **SSN** field and click the <Go!> button **OR** select a roster profile to display from the **Format** drop down list and click the <Go!> button and locate the appropriate student's record.
4. Type the annual need amount in the **Annual Need** field located on the renewal student's record.
5. Click the <SAVE> button
→If the entered data is valid, the change will save and the updated field will become text.
→If there are any errors preventing the payment transaction from being saved, those error messages will appear in a pop-up box. Follow the instructions to fix the errors, then click the <Save> button again.
NOTE: It is important to note that records are not permanently updated until after the Commission's weekly processing cycle.

Making Corrections to Roster Updates

There are several different options available to WebGrants users for making corrections to roster updates. The process used depends on when the correction is being made.

Making corrections before clicking the <SAVE> button

Click the <RESET VALUES> icon to clear all the populated fields on the current screen.

Making corrections before CSAC weekend processing

Check the <DELETE TRANSACTION> checkbox (see figure 10-1) for the student to delete any school reported transactions that have not yet been processed by CSAC.

NOTE: student's with no pending transactions will not have the <DELETE TRANSACTION> checkbox available.

Making corrections before Final Reconciliation

See "Adjust a Renewal Student's Annual Cal Grant Need" (page 10) and "Report an Adjusted Term Payment for a Student" (page 11).

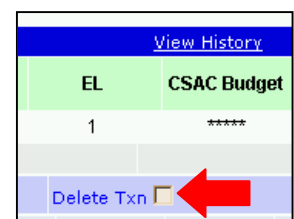


Figure 9-1: Delete Transaction Checkbox

Adjust a Renewal Student's Annual Cal Grant Need

1. Select your school ID from the **School ID** drop down list
2. Select the appropriate academic year from the **Academic Year** drop down list
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
3. Type the student's social security number in the **SSN** field and click the <Go!> button **OR** select a roster profile to display from the **Format #** drop down field and click the <Go!> button and locate the appropriate student's record.
4. Type the adjusted annual need amount in the **Adjusted Need** field located on the renewal student's record.
NOTE: Schools should only report an adjusted annual need amount for a renewal student if it affects the Cal Grant payment amount.
5. Click the <SAVE> button
 - ➔If the entered data is valid, the change will save and the updated field will become text.
 - ➔If there are any errors preventing the payment transaction from being saved, those error messages will appear in a pop-up box. Follow the instructions to fix the errors, then click the <Save> button again.
NOTE: It is important to note that records are not permanently updated until after the Commission's weekly processing cycle.

Report a Listed Term Payment for a Student

1. Select your school ID from the school ID drop down field
2. Select the appropriate academic year
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
3. Type the student's social security number in the SSN field and click the <Go!> button
4. Select "PD" from the Pay Code drop down list for each of the students that you are paying for each of the terms you are paying.
NOTE: Selecting "PD" in the total line will pay all award components for that student.
Selecting "PD" from a single component line will pay only that component of the award.
5. Click the <SAVE> button
 - ➔If the entered data is valid, the change will save and the updated field will become text.
 - ➔If there are any errors preventing the payment transaction from being saved, those error messages will appear in a pop-up box. Follow the instructions to fix the errors, then click the <Save> button again.
NOTE: It is important to note that records are not permanently updated until after the Commission's weekly processing cycle.

Display Roster Page

Report an Adjusted Term Payment for a Student

1. Select your school ID from the school ID drop down field
 2. Select the appropriate academic year
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
 3. Type the student's social security number in the SSN field and click the <Go!> button.
 4. Type an adjusted amount in the adjusted payment field for each award component you are paying for each term you are paying.
 5. Select an adjustment reason code from the adjustment reason drop down list for each award component you are paying for each term you are paying.
NOTE: To determine which adjustment reason to use, click the [Adj Reason Code](#) link for a list of reasons and their descriptions.
 6. Click the <SAVE> button
 - ➔If the entered data is valid, the change will save and the updated field will become text.
 - ➔If there are any errors preventing the payment transaction from being saved, those error messages will appear in a pop-up box. Follow the instructions to fix the errors, then click the <Save> button again.
- NOTE: It is important to note that records are not permanently updated until after the Commission's weekly processing cycle.
-

Request a School Change for a Student

1. Select your school ID from the school ID drop down field
 2. Select the appropriate academic year
NOTE: You cannot modify payment activity for award years that have already passed final reconciliation.
 3. Type the student's social security number in the SSN field
 4. Click the <GO!> button
 - ➔The selected student record will appear.
 5. Select "SC" from the Pay Code drop down list on the total line of the student's record
 6. Click the <SAVE> button
 - ➔If the entered data is valid, the change will save and the updated field will become text.
 - ➔If there are any errors preventing the payment transaction from being saved, those error messages will appear in a pop-up box. Follow the instructions to fix the errors, then click the <Save> button again.
- NOTE: Once the school change has been requested by the school, the Commission will verify the recipient's eligibility at the new school and initiate the calculation of the recipient's annual award amount. If the Commission determines that the recipient is eligible at the new school the recipient and the recipient's award information will be added to the new school's roster. Schools may only request school changes for their school.
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Purpose

Through the Print Roster Page users can access a printer friendly report of the CSAC Standard roster that can be viewed on the screen or printed on standard landscape 8 ½ x 11 paper.

Page Elements

1. **User Input Bar** The fields on this blue bar allow users to select which roster profile to display and print. Input fields include the USDE school code and academic year for the roster to be printed.

California Student Aid Commission
WebGrants System

Home Sign Out
Lapack WebGrants GPA Student Info School Info Simulator Roster Main User Administration Help Center
Roster Mgr Custom Roster Display Roster Print Roster

Print Roster for CSU FULLERTON - 00113700 / Acad Year 2002 - 2003
For printout set the layout to Landscape

School ID: 00113700 Acad Year: 2002-2003

Name	SSN	DOB	Grant ID	Cycle ID	House Code	Dep Stat	NR	EL	CSAC Budget	EFC	REM Elg	FCST Elg	Section
ANCHEZ, MAYRAN S	001137053	11/5/1984	802000598	E1	3	D	N	1	9189	3110	400	100	ELIGIBLE
Custom Codes													
Award/Need													
PG Award Type	Am	Am	Adj	Term	Adj	Adj	Adj	Run	Pay	Code	Term	Adj	Adj
TOTAL	1420	9071	714	714	714	714	714	714	714	714	714	714	714
A	T/F	1420	714	714	714	714	714	714	714	714	714	714	714
Name													
DANIELOS, CECILIA	001137040	4/14/1984	802004137	E1	1	D	N	1	12069	0	400	100	ELIGIBLE
Custom Codes													
Award/Need													
PG Award Type	Am	Am	Adj	Term	Adj	Adj	Adj	Run	Pay	Code	Term	Adj	Adj
TOTAL	1551	12298	776	776	776	776	776	776	776	776	776	776	776
B	ACSS	1551	776	776	776	776	776	776	776	776	776	776	776
Name													
DAVID, JONATHAN E	001137056	4/18/1984	802000528	E1	3	D	N	1	9189	70	400	100	ELIGIBLE
Custom Codes													
Award/Need													
PG Award Type	Am	Am	Adj	Term	Adj	Adj	Adj	Run	Pay	Code	Term	Adj	Adj
TOTAL	1551	9118	776	776	776	776	776	776	776	776	776	776	776
B	ACSS	1551	776	776	776	776	776	776	776	776	776	776	776
Name													
DISKING, REDA K	001137043	7/2/1987	002000127	C1	2	I	N	3	14031	1041	200	100	ELIGIBLE
Custom Codes													
Award/Need													
PG Award Type	Am	Am	Adj	Term	Adj	Adj	Adj	Run	Pay	Code	Term	Adj	Adj
TOTAL	1420	12150	714	714	714	714	714	714	714	714	714	714	714
A	T/F	1420	714	714	714	714	714	714	714	714	714	714	714

Access

The Print Roster Page can be accessed by clicking the [Print Roster](#) link on the Roster Main Page (see page 2), or by clicking the [Print Roster](#) link on the blue submenu navigation bar.

Page Functions

Print a Roster

1. Select the school ID from the school ID drop down field
2. Select the academic year for the roster to be printed
3. Click the <GO!> button
→The selected roster will be displayed.
4. Use the Print function on your browser toolbar to print the roster

NOTE: Make sure that the printer settings reflect a "Landscape" orientation to insure proper formatting.

Customize Reconciliation Page

Purpose

Depending on their needs, users may find it necessary to view and/or print various payment reports to assist in Cal Grant reconciliation. These reports are customizable and can exclude or include certain data elements and can be sorted or grouped in certain orders. After customizing a report view, users can enter and save the report criteria into **report profiles** that can be selected later for easier and quicker access to data.

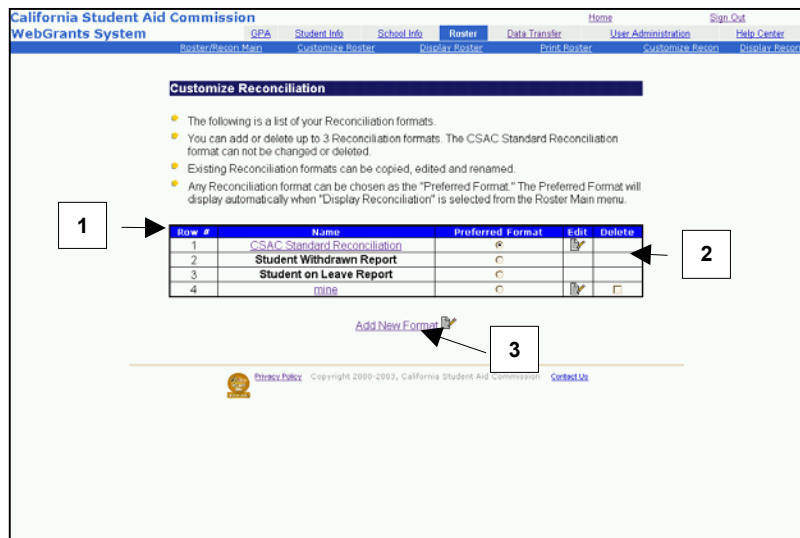
Page Elements

1. **Column Headers** Indicates the type of information contained in each column.

2. **Record Display Table** Lists the CSAC Standard Reconciliation Report Profile, Student on Leave Report, Student Withdrawal Report (see page 17 for descriptions of these reports) as well as the saved reconciliation report profiles for the current user (users can save up to 5 different profiles at one time).

- **Preferred Format** The selected reconciliation report profile that will be displayed automatically when clicking on the [Display Reconciliation](#) link on the Roster/Reconciliation Main Page or on the [Display Recon](#) link on the blue submenu navigation bar.
- **Edit** Click the icon in this column for a particular report profile to modify the display criteria of that profile.
- **Delete** Checking the box in this column for a particular report profile will delete the saved profile.

3. **Add New Format** Link to create a customized report profile (see page 15)



Access

The Customize Reconciliation Page can be accessed by clicking the [Customize Reconciliation](#) link on the Roster Main Page (see page 1) or by clicking the [Customize Recon](#) link on the blue submenu navigation bar.

Page Functions

Edit an existing report profile

1. Click the report name of the report to edit.
 - ➔ The only roster profiles that can be edited are those created and saved by the user. CSAC standard reports cannot be edited.
2. Follow instructions for editing and saving a report profile on page 16.

Customize Reconciliation Page

Create a new report profile

1. Click the [Add New Reconciliation Format](#) link.
 2. Follow instructions for editing and saving a report profile on page 16.
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Delete an existing report profile

1. Check the box in the delete column of the report to be deleted.
→The delete confirmation pop-up box will appear.
 2. Click the <Yes> button to confirm the deletion.
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Change the Preferred Report Format

1. Check the box in the preferred format column of the report format to become the default.
→The change default confirmation pop-up box will appear.
2. Click the <OK> button to complete the change

Add/Edit Reconciliation Page

- C1 – March 2nd competitive cycle
 - E2 – Transfer Entitlement award cycle
 - C2 – September 2nd competitive award cycle
 - *EL (Education Level)* Students education level as reported on FAFSA or as reported by school.
 - *Award Type* Refers to the award component, the portion of the Cal Grant that can be used for the type of expenses indicated.
 - *Pay Stat Code* The payment status code which indicates whether or not the Cal Grant payment has been reported and processed by CSAC.
 - RA – School has reported an adjusted term payment that has been processed by CSAC.
 - RP – School has reported a listed term payment that has been processed by CSAC.
 - AA – School has reported an adjusted term payment that has **NOT** yet been processed by CSAC.
 - AP – School has reported a listed term payment that have **NOT** yet been processed by CSAC.
5. **<Save Reconciliation Format> Button** Click to add this new report profile to the report list on the Customize Reconciliation Page (see page 13) or to save the edits made to an already existing report profile.

Access

The Add/Edit Reconciliation Page can be accessed by clicking the [Add New Reconciliation](#) link on the Customize Reconciliation Page (see page 13) or by clicking on the edit icon next to an already saved roster profile listed in the records display box on the Customize Reconciliation Page (see page 13).

Page Functions

Edit and Save a Report Profile

1. **Roster Format Title:** Type a name for the customized report in the Reconciliation Format field. Remember to not use special characters such as apostrophes, hyphens or slashes in the Reconciliation Format Title. Only letters and numbers should be used.
2. Click the round “yes” or “no” button to indicate if this profile will be the preferred, or default, profile.
3. **Select Data Element and Column Order:** Move the data elements to include on the report from the Data Elements Available box to the Data Elements Selected box by using the <Add Data Elements> button.
4. **Select Terms:** Select the terms to display.
5. Click the <Continue> button.
 - ➔ Do not forget this step. The customized report profile will not save without clicking this button.
6. **Define Sort Order Preference:** Select the sort order preference which will determine in which order the student records will be displayed.
7. **Check boxes in the Define Selection Criteria:** Check boxes here to limit the records to be displayed. A checked box means only records with that value will be displayed. For example, leaving all Program Code boxes unchecked will result in all Cal Grant A, B, C and T's being displayed. Clicking the A box will result in only Cal Grant A's being displayed.
8. Click the <Save Roster Format> button.
 - ➔ If all the entered fields are valid, the message “Reconciliation Format Successfully Saved” will appear at the top of the page.

Display Reconciliation Page

Purpose

The reports in the Display Reconciliation Page can be used by schools to reconcile posted Cal Grant payment transactions to actual CalGrant disbursements.

Page Elements

1. **Report Type** The report type can either be a detail or summary or both. A detailed report will list all payment information for each student while the summary will give the relevant totals.

2. **Report Display Criteria** The fields on this blue bar allow users to select which report to be displayed. Fields include school ID, academic year (either the current award year or the prior award year), and the report format. The report format will include any customized reports (see page 13) as well as the following standard reports:

- **CSAC Standard** Details and totals of all reported Cal Grant payment amounts by type and term for the selected academic year. This format will have all the students present in the roster for the academic year selected on the web page with pay stat code of RA, RP, AA, and AP. Student level sub-totals will be present in this format.
 - **Student on Leave** Lists students that have had a Leave from Payment or Leave of Absence reported for any term during the selected academic year. This format will include all the students present in the roster for the academic year selected on the web page with a pay stat code on the roster of either LA or LP.
 - **Student Withdrawn** Lists students on the identified school's roster that have been withdrawn from the Cal Grant program during the selected academic year.
3. **Basic Report Filter** The CSAC Standard report format can be further filtered by term, program code or award type. **The filtering will only be allowed if the report format is "CSAC Standard."** An attempt to use the filter with any other report profiles will cause an error message to pop-up, the text of which is "Filtering only allowed for the CSAC Standard Report".
 - **Terms** A Limits the CSAC Standard report to a specific term.
 - **Program Code** Limits the CSAC Standard report to a specific type of Cal Grant.
 - **Award Type** Limits the CSAC Standard report to a specific award component.

Display Reconciliation Page

Access

The Display Reconciliation Page can be accessed by clicking the [Display Reconciliation](#) link on the Roster Main Page (see page 1) or by clicking the [Display Recon](#) link on the blue submenu navigation bar.

Page Functions

Display and Print a Reconciliation Report

1. Select Detail and/or Summary in the **Report Type** field
2. Type your school ID in the **School ID** field
3. Select the appropriate academic year from the **Academic Year** drop down list
4. Select a report profile to display from the **Format #** drop down list
NOTE: If the CSAC Standard format was selected in Step 4, further filtering is allowed by choosing a specific term, program code and/or award type in the **Basic Report Filter** field.
5. Click the <Go!> button
→The selected report profile, with any selected filters, will be displayed in a pop-up window
6. To print this report, select PRINT from your browser's toolbar or menu.